

TITLE OF POSITION: ADMINISTRATION, MEMBERSHIP & EVENT SUPPORT

This role is an administrative role reporting directly to the CEO combining membership coordination and communications, CEO support and event coordination support. The position is a full-time salaried position and requires seasonal variations in workload.

SCOPE OF RESPONSIBILITIES

General: To work in close conjunction with the CEO to provide support with various Tennis BC administrative duties, club and member support as well as support of various events that Tennis BC holds annually

1. Membership Support
 - a. Prepare the annual membership documents and communicate directly with member clubs and individuals as needed during renewals.
 - b. Answer member questions and provide support and ongoing membership communications throughout the course of the year
 - c. Prepare necessary CEO and board materials on membership statistics as needed, AGM preparation and support
 - d. Telephone and member visit communications as needed
 - e. Data base management, excel spreadsheet preparation, data compilation and entry
 - f. Organize and prepare forward thinking plans to engage membership, drive member benefits, reorganize membership bi-laws and creatively plan future positive changes
2. Event Support
 - a. Liaise with stakeholders to assist in the events that Tennis BC hosts or supports annually.
 - b. Provide advance administrative support, prepare documentation, order and organize materials and provide on site support during the event as required
 - c. Develop annualized event calendar, sponsorship deliverables, coordination of materials
 - d. Follow up survey questionnaire and summary of results

3. CEO Support

- a. Provide administrative support to the CEO: organization of board meetings, AGM, communications, document filing and organization, HR programs, marketing materials preparation, Tennis Canada documents, travel and general administrative duties
- b. Ensure ongoing TBC funding and reporting deadlines are met and assist or lead in the preparation of these reports.
- c. Ensure ongoing communication with members and member clubs through the CEO
- d. Marketing materials support, sponsor follow up, reporting and engagement.

SKILLS REQUIRED

1. Strong computer skills in word and excel spreadsheets
2. Strong administration skills in working with budgets, documentation and filing, preparation and planning of events
3. Positive, clear and energetic communication skills in handling players, sponsors, municipal officials, and the network of event partners
4. Ability to work independently and in a team environment with a strong commitment to providing support even outside of job description requirements. This is a team support role and the ability to work in a team setting is critical.
5. Understanding of the basics of tennis or event support

JOB SPECIFICS

1. A salaried role with participation in the Tennis BC benefits program
2. Standard work-week is 36-40 hours. The role will require occasionally being on site for events, weekends occasionally and being present for the Stanley Park Tennis tournament during 21 days of July event